



2006

Native American Library Services Grant Applications and Guidelines

Basic Grant Application Deadline: March 1, 2006

Enhancement Grant Application Deadline: May 1, 2006

NATIVE AMERICAN LIBRARY SERVICES

Grant Application and Information

Fiscal Year 2006

What Is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by an Act of Congress in 1996 to improve museum, library, and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate federal library programs, to stimulate excellence, and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries, and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to states and through discretionary programs. For many museums, IMLS is the only source of federal support. The National Museum and Library Services Board, a presidentially appointed body confirmed by the Senate, provides policy advice to the director of IMLS.

For more information call or write:

Institute of Museum and Library Services
1800 M Street, NW, Ninth Floor
Washington, DC 20036-5802
(202) 653-IMLS (4657)

E-mail: imlsinfo@imls.gov

Web site: <http://www.imls.gov>

TDD (for hearing-impaired people): (202) 653-4699

Visually or learning-disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

Burden Estimate and Request for Public Comment

The time required to complete this information collection is estimated to average two hours per response for a Basic Grant, and ten hours per response for an Enhancement Grant. This estimate includes the time to review instructions, search existing data resources, gather the needed data, and complete and review the information collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0029, 01/31/2007), Washington, DC 20503.

CFDA No. 45.311



Dear Colleague:

It is a pleasure to present the guidelines for the FY 2006 Institute of Museum and Library Services Native American Library Services grants. In 2005, we made Basic Library Services Grants to 238 American Indian tribes and Alaska Native villages. In addition, we received 41 applications for competitive Enhancement Grants and made 13 awards.

IMLS grants are designed to help Native American libraries overcome many of the challenges they face and improve services to their communities. The Institute encourages libraries to use technology to bring information to people in new and interesting ways. At the same time, these grants support a range of traditional library services to ensure that users have access to all the kinds of information they need and want.

Grant funds may be used to improve services to underserved communities and to persons who have difficulty using a library. They may also be used to establish or enhance electronic linkages with other libraries and service organizations, to promote the use of electronic networks, and to encourage the sharing of resources within and among communities.

It has been my pleasure to meet and talk with many of you who are working to improve library services to Native Americans, and I look forward to continuing a rewarding relationship.

Sincerely,

Mary L. Chute
Acting Director

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PART 1

**GENERAL
INFORMATION**

General Information

The Institute of Museum and Library Services is pleased to invite applications for the Native American Library Services program. These guidelines reflect recognition of a history of sound service by the precursor to this program within the U.S. Department of Education, the expressed need of former program participants, and opinions of other representatives of Indian tribes and Alaska Native villages.

The Native American Library Services program marks new opportunities for improved library services for an important part of the nation's community of library users. The IMLS Native American Library Services program offers two types of support to serve the range of needs of Indian tribes and Alaska Native villages. The two types of support are:

BASIC LIBRARY SERVICES GRANT WITH EDUCATION / ASSESSMENT OPTION

Basic Grants are available to support existing library operations and to maintain core library services. The purpose of the Education/Assessment Option is to provide funding for library staff to attend continuing education courses and/or training workshops on- or offsite; for library staff to attend or give presentations at conferences related to library services; and/or to hire a consultant for an onsite professional library assessment.

ENHANCEMENT GRANT

Enhancement Grants support activities to advance the applicant library's operations to new levels of service for activities specifically identified in the Library Services and Technology Act. These competitive grants are intended to encourage the implementation of both mainstream and innovative library practices.

Applicant Eligibility

Indian tribes and Alaska Native villages and corporations are eligible to apply for funding under this program. Entities such as libraries, schools, tribal colleges, or departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors.

For purposes of funding under this program, “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporations (as defined in or established pursuant to the Alaska Native Claims Settlement Act [43 U.S.C. Section 1601 et seq.]) that is recognized by the secretary of the interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Eligible entities are listed on the Bureau of Indian Affairs Web site (<http://www.doi.gov/bureau-indian-affairs-html>), except for the recognized regional corporations and village corporations (Alaskan entities should refer to applicable provisions in the Alaska Native Claims Settlement Act, referenced above).

If a tribe has several bands, colonies, rancherias, communities, or other organizational entities listed in parentheses following a tribe name on the Department of Interior’s list of federally recognized tribes, only one of those entities may receive a grant in a grant category (Basic Grant with Education/Assessment Option or Enhancement Grant) in a fiscal year. For example, if a tribe has four bands, only one of the bands may apply for a Basic Grant with Education/Assessment Option in a fiscal year. However, one band may apply for a Basic Grant with Education/Assessment Option, while another band from that tribe may apply for an Enhancement Grant. It is the responsibility of the tribal chief executive to determine which entity will apply for each category.

Data Universal Numbering System (DUNS)/ Taxpayer Identification Number (TIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number will be required whether an applicant is submitting a paper application or using the government-wide electronic portal (E-Grants).

Organizations should verify that they have a DUNS number or take the steps needed to obtain one. Organizations can receive a nine-digit DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by visiting <http://www.dnb.com/us/>.

The Taxpayer Identification Number is a nine-digit identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal Tax Identification Number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If your organization does not have a DUNS or TIN number, your application will be rejected.

PART 2

BASIC LIBRARY SERVICES GRANT WITH EDUCATION/ ASSESSMENT OPTION

Basic Library Services Grant with Education/Assessment Option

PURPOSE OF PROGRAM

Basic Grants are available to support existing library operations and to maintain core library services. Applicants will be required to document ongoing levels of library service in the “Institutional Profile” section of the application. At a minimum, an existing library should be able to document three basic criteria: regularly scheduled hours, staff, and materials available for library users.

Funds may be used for projects to:

- Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
- Develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks.
- Provide electronic and other linkages between and among all types of libraries.
- Develop public and private partnerships with other agencies and community-based organizations.
- Target library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills.
- Target library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children, from birth to age 17, from families with incomes below the poverty line (as defined by the Office of Management and Budget).

The purpose of the Education/Assessment Option is to provide funding for library staff to attend continuing education courses and/or training workshops on- or offsite; for library staff to attend or give presentations at conferences related to library services; and/or to hire a consultant for an onsite professional library assessment.

ELIGIBILITY

Indian tribes and Alaska Native villages or corporations that are recognized by the Department of the Interior are eligible to apply for a Basic Library Services Grant with Education/Assessment Option. Entities such as libraries, schools, tribal colleges, and departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors. Please refer to Applicant Eligibility on page 1.3 for more information.

HOW GRANTS ARE MADE

Basic Grants are noncompetitive grants to eligible tribal libraries to be distributed in equal amounts among all eligible applicant tribes.

Conditions of a Grant

GRANT PERIOD

The grant period begins October 1, 2006, and ends September 30, 2007. All funds must be obligated within the grant period and expended within 90 days after the close of the grant period. **No extensions to the grant period will be allowed. A final performance report must be submitted no later than December 29, 2007.**

An Indian tribe may submit only one application for a Basic Grant in a fiscal year. A new Basic Grant application is required for each new fiscal year.

AMOUNT OF GRANT

The estimated Basic Grant award for FY 2006 is \$5,000 with a supplemental Education/Assessment Option of \$1,000. The final amount will be determined after all applications have been received and eligibility has been determined. If the Education/Assessment Option is chosen, the estimated total Basic Grant with Education/Assessment Option award amount will be \$6,000.

USE OF FUNDS

Funds for the Basic Grant may be used for such costs as:

- salary for library personnel;
- materials, supplies, and equipment (including books, journals, electronic resources, library supplies, furniture, computers and other equipment);
- services (computer- or library-related consultants, training of library personnel in addition to or in lieu of training funds requested under the Education/Assessment Option); and
- others such as Internet access charges and fees for participation in networks and consortia that provide the library with direct services.

Funds for the Education/Assessment Option may be used for:

- library staff to attend continuing education courses and/or training workshops on- or offsite;
- library staff to attend or give presentations at conferences related to library services; and
- hiring a consultant for an onsite professional library assessment.

LIMITS ON USE OF FUNDS

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, pre-grant costs, or **indirect costs**. Governmentwide cost principles apply.

MAINTENANCE OF EFFORT

An Indian tribe receiving a Basic Grant should expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period. The Basic Grant is not intended to replace funds allocated for library services by the tribe.

THREE-YEAR PLAN

To help ensure that library services meet current local needs and to help applicants develop strategies to build services that will be needed in the future, IMLS requires that the applicant submit a three-year plan. A three-year plan is required each year that a Basic Grant application is submitted.

A three-year plan identifies community needs and outlines goals, objectives, and activities responding to those needs. The plan should include a description of an evaluation process to demonstrate progress toward goals and objectives. The plan must be approved by the library board or other appropriate governing body. The plan submitted in 2006 will be for the years 2007–2009. The development of a three-year plan does not imply automatic funding for three years, nor does it imply the availability of grant funds past the stated grant period.

For a sample three-year plan, go to the IMLS Web site at http://www.imls.gov/grants/library/lib_nat.asp.

**NOTIFICATION
OF GRANT
AWARD**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in June 2006.

**PAYMENT,
ACCOUNTING,
MANAGEMENT,
AND
REPORTING
PROCEDURES**

A federal accounting office handles the payment of Native American Library Services grants. Payments are made electronically within three weeks after recipients return the Automated Clearing House (ACH) form that is included in the grant award notification packet that is sent to the authorizing representative/authorizing official.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. They do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

IMLS will establish final reporting requirements. A grantee that does not submit the final report by the due date will jeopardize its eligibility to receive future IMLS grants. ACH forms may be submitted any time after the grant has been awarded but no later than 90 days after the close of the grant period. Any funds that have not been obligated within the grant period and expended within 90 days after the close of the grant period must be returned to IMLS. **A final performance report must be submitted no later than December 29, 2007.**

**IMLS
ASSURANCES**

To be considered for a grant, an authorized representative/authorizing official must read the assurances and sign the certification on the Application Face Sheet. An authorized representative/authorizing official of the applicant tribe is a person who has the authority to apply for federal support of the tribe's activities and to enter into legal agreements in the name of the tribe.

Assembling the Application Package

An application requesting a Basic Grant or a Basic Grant with Education/Assessment Option should include the following materials organized in the order listed below:

1. Face Sheet with **original** signature of authorized representative/authorizing official,
2. Native American Library Services Basic Grant Information form,
3. Part A—Project Budget for 2006 Native American Basic Grant,
4. Part B—Project Budget for 2006 Education/Assessment Option (if requested),
5. Three-Year Plan for 2007–2009, and
6. One copy of the entire application.

Do not place the original or copy of the application in a binder or notebook. Applicants submitting incomplete applications will not be considered for funding. IMLS will determine if an application is incomplete.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the forms on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that these forms cannot be submitted electronically, but may be completed online and then printed on the applicant's printer and shipped to IMLS as a part of your application. **Caution:** These forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm>. Alternatively, applicants may type on printed forms.

GRANTS.GOV

SUBMIT APPLICATION ONLINE THROUGH GRANTS.GOV

Beginning with the 2006 grant year, applicants for IMLS Native American Library Services Basic Grants may apply online through Grants.gov. Grants.gov allows applicants to find and apply electronically for competitive grant opportunities from federal grant-making agencies.

To begin an online application, go to <http://www.grants.gov/Apply> and follow the instructions provided on the Web site. To access the online application, you will need to use CFDA number 45.311 for the Native American Library Services Basic Grant program. The online application will require the same information as the paper version contained within these guidelines and on the application forms available on the IMLS Web site in PDF format for download.

FACE SHEET**INSTRUCTIONS****Item 1: Applicant Organization**

Enter the legal name of the tribe that is making the application and its mailing address, Web address, DUNS and TIN numbers. Please make sure to include the Zip + 4 and the Congressional District in this address. To find your Zip + 4 code, please visit <http://zip4.usps.com/zip4/welcome.jsp>. To find your Congressional District, please visit <http://www.house.gov> and enter the address including the Zip + 4.

Item 2: Project Information

For Project Title, enter “2006 Basic Grant” or “2006 Basic Grant with Education/Assessment Option,” whichever is applicable. A project description is not necessary. Enter the grant period start date of October 1, 2006, and the end date of September 30, 2007.

Item 3: Project Director

Enter the name, address, and contact information of the person (project director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

Item 4: Primary Contact/Grants Administrator

If the project director performs all the grant administration tasks as well, check the “same as project director” box and go to the next item. If your tribe has someone separate from the project director who manages the grant administration tasks, fill in that person’s information here.

Item 5: Type of Applicant

Check the box “Indian/Native American Tribal Government (Federally Recognized).”

Item 6: Authorized Representative/Authorizing Official

Enter the name, address, and contact information of the person (authorized representative/authorizing official) who has the authority to apply for federal support of the tribe’s activities and enter into legal agreements in the name of the tribe. (In those rare instances when a person who would normally serve as the authorized representative/authorizing official is the project director, the name, title, address, etc. of the person to whom the project director reports should be entered here and that person should sign the application.)

**BASIC
GRANT
INFORMATION
FORM****INSTRUCTIONS****Item 1: Organizational Unit**

If an entity other than the tribal administration (i.e., the Legal Name from the Face Sheet) is going to administer this grant, enter the name and complete address of that entity here (tribal library, tribal education department, tribal college library, public library, school library).

Item 2: Type of Grant Requested

Check the box next to the type of grant for which you are applying.

Item 3: Institutional Profile

Please fill in all information requested, as follows:

- a. Hours: Enter the number of hours per week the library collection is accessible to patrons.
- b. Library staff: On the first line, enter the number of staff who work full-time in the library. On the second line, enter the number of staff who work part-time in the library, and indicate the percentage of time that is part-time library work on the third line.
- c. Number of holdings: Enter the total number of books, journals, videos, CDs, DVDs, etc., in the collection.
- d. Circulation: Enter the approximate number of materials that have been checked out by patrons in the past year.
- e. Staff Internet access: Indicate (Yes or No) whether staff have access to the Internet.
- f. Public Internet access: Indicate (Yes or No) whether the public has access to the Internet.
- g. Operating budget: Enter the amount of funding that was spent last year on library services. Include all sources, such as the IMLS Basic Grant, tribal funds, other grant funds.

Item 4: Supported Activities

Check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

Item 5: Maintenance of Effort

Check the one box that most appropriately corresponds to the tribe's level of maintenance of effort for library services in the past year. The Basic Grant is not intended to replace funds allocated for library services by the tribe. An Indian tribe receiving a Basic Grant should expend the same amount for library services during the grant period (excluding the grant amount) that was expended in the 12-month period immediately preceding it.

Item 6: Three-Year Plan

Your library's three-year plan for 2007–2009 should identify community needs and how the library will address those needs. State the library's mission, goals, and the programs and activities that will be implemented to achieve those goals. The three-year plan should include an evaluation plan that will demonstrate progress toward reaching the library's goals. Use the outline below and go to the IMLS Web site at <http://www.imls.gov/grants/appl/index.htm#libapps> for a sample three-year plan.

1. Mission Statement
2. Needs Statement #1
 - a. Goal
 - b. Evaluation Plan
 1. Key Output Targets
 2. Key Outcome Targets
 - c. Activities/Timeline

3. Needs Statement #2
 - a. Goal
 - b. Evaluation Plan
 1. Key Output Targets
 2. Key Outcome Targets
 - c. Activities/Timeline
- Etc.

IMLS supports and encourages the use of an evaluation tool called Outcome Based Evaluation (OBE). This system of measuring results replaces the question, “What activities did we carry out?” with the question, “What changed as a result of our work?” A focus on measuring outcomes—the effect of an institution’s activities and services on the people it serves—rather than on the services themselves (outputs) is an emerging keystone of library programs. Additional information about OBE is available on the IMLS Web site at http://www.imls.gov/grants/current/crnt_obc.htm or on request from IMLS.

BUDGET FORMS

These forms are available as fill-in forms at www.imls.gov/grants/library/lib_nat.asp.

PART A—PROJECT BUDGET FOR 2006 NATIVE AMERICAN BASIC GRANT

Prepare a Basic Grant project budget based on the amount of \$5,000, no more and no less. **Indirect costs are not allowed.** Use the table to describe how the Basic Grant will be spent. Spending categories include library personnel; materials, supplies, and equipment; services (e.g., consultants, trainers, storytellers); and other items such as Internet fees, consortium fees, and so forth. See the Sample Project Budget at the bottom of the page for guidance.

PART B—PROJECT BUDGET FOR 2006 EDUCATION/ASSESSMENT OPTION

If the Education/Assessment Option is chosen, prepare an Education/Assessment Option project budget for \$1,000, no more and no less. **No indirect costs are allowed.** Spending categories include continuing education/training for library personnel; travel to conferences and training for library personnel; and onsite professional library assessment. If both the Basic Grant and the Option are requested, the total amount of your grant will be \$6,000.

FOR MORE INFORMATION

For questions, contact: Alison Freese, Senior Program Officer
Native American Library Services
Phone: (202) 653-4665
E-mail: afreese@imls.gov

Sending the Application to IMLS

Send applications to:

Native American Library Services
Office of Library Services
Institute of Museum and Library Services
1800 M Street, NW, Ninth Floor
Washington, DC 20036-5802

Applications must be postmarked no later than the application deadline:

March 1, 2006

SHIPPING

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent to IMLS through the U.S. Postal Service is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process may suffer irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

IMLS ACKNOWLEDGMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

PROOF OF SHIPPING

- IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date-stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.

Checklist for Basic Grant with Education/ Assessment Option Application

Use this checklist before mailing your application to ensure that you have taken all of the following steps. **Please include a copy of this completed checklist with your application package.**

- ☐ Listed the tribe or Alaska Native village or corporation as the name of the applicant. Please note that schools, tribal colleges, departments of education, and libraries are not eligible applicants, although they may be involved in the administration of this program.
- ☐ Completed the Face Sheet and included original signature of the authorized representative/authorizing official.
- ☐ Completed the Basic Grant with Education/Assessment Option Information Form.
- ☐ Completed Part A—Project Budget for 2006 Native American Basic Grant.
- ☐ Completed Part B—Project Budget for 2006 Education/Assessment Option (if requested).
- ☐ Included a three-year plan for the years 2007–2009.
- ☐ Included the **ORIGINAL AND ONE COPY** of the complete application package.

Face Sheet

OMB No. 3137-0029

01/31/2007

CFDA No. 45.311

1. APPLICANT ORGANIZATION

Legal Name _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ Congressional District _____
DUNS Number _____ Employer Identification Number (EIN/TIN) _____
Web Address http:// _____

2. PROJECT INFORMATION

Project Title _____
Project Description _____

Grant Period Start Date _____ End Date _____

3. PROJECT DIRECTOR

Prefix _____ First Name _____ Middle Initial _____
Last Name _____ Suffix _____
Title _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ E-mail _____
Phone _____ Fax _____

4. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 5)

Prefix _____ First Name _____ Middle Initial _____
Last Name _____ Suffix _____
Title _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ E-mail _____
Phone _____ Fax _____

CONTINUE TO ITEM 5

5. TYPE OF APPLICANT: CHECK THE ONE THAT APPLIES

- ☐ State Government
☐ County Government
☐ City or Township Government
☐ Special District Government
☐ Regional Organization
☐ U.S. Territory or Possession
☐ Independent School District
☐ Public/State Controlled Institution of Higher Education
☐ Indian/Native American Tribal Government (Federally Recognized)
☐ Indian/Native American Tribal Government (Other than Federally Recognized)
☐ Indian/Native American Tribally Designated Organization
☐ Public/Indian Housing Authority
☐ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
☐ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
☐ Private Institution of Higher Education
☐ Individual
☐ For-Profit Organization (Other than Small Business)
☐ Small Business
☐ Hispanic-serving Institution
☐ Historically Black Colleges and Universities (HBCUs)
☐ Tribally Controlled Colleges and Universities (TCCUs)
☐ Alaska Native and Native Hawaiian Serving Institutions
☐ Nondomestic (non-U.S.) Entity
☐ Other (specify)_____

6. AUTHORIZED REPRESENTATIVE/AUTHORIZING OFFICIAL

By signing the application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001)

☐ I Agree

*Certifications and assurances are set forth in the IMLS guidelines for the program to which application is made.

Prefix _____ First Name _____ Middle Initial _____
 Last Name _____ Suffix _____
 Title _____
 E-mail _____ Phone _____ Fax _____

Signature of Authorized Representative/Authorizing Official

Date Signed

Basic Grant with Education/Assessment Option Information Form

Legal Name (from Face Sheet) _____

1. Organizational Unit (if different from Legal Name): _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip+4/Postal Code _____

Web Address http:// _____

2. Type of grant requested (check one):

☐ Basic Grant only (\$5,000)

☐ Basic Grant with Education/Assessment Option (\$6,000)

3. Institutional Profile

a. Number of hours per week the library collection is accessible to patrons: _____

b. Number of staff dedicated full-time to library operations: _____

Number of staff with part-time library duties: _____

If part-time, indicate percentage of time dedicated to library duties: _____%

c. Number of holdings (books, journals, media): _____

d. Number of circulation transactions per year: _____

e. Does library staff have access to the Internet? ☐ Yes ☐ No

f. Does the library provide public access to the Internet? ☐ Yes ☐ No

g. Amount of operating budget for library services in most recently completed fiscal year (include all sources): \$ _____

4. Identify which of the following activities will be supported by Basic Grant funds (check all that apply):

☐ Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

☐ Develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks.

☐ Provide electronic and other linkages between and among all types of libraries.

☐ Develop public and private partnerships with other agencies and community-based organizations.

☐ Target library services to help increase the access and the ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, for individuals with disabilities, and for individuals with limited functional literacy or information skills.

☐ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities, including children from birth to age 17, from families with incomes below the poverty line (as defined by the Office of Management and Budget).

5. Maintenance of Effort

Check the appropriate response:

☐ FY 2006 expenditures will equal or exceed previous twelve-month grant period. Maintenance of effort is assured.

☐ FY 2006 expenditures will not equal or exceed previous twelve-month expenditure. Maintenance of effort is not assured.

☐ The tribe does not spend its own funds to support the library. Maintenance of effort does not apply.

6. Three-Year Plan

Include as a separate document a three-year plan for library services covering the years 2007–2009.

Part A—Project Budget for 2006 Native American Basic Grant

Please use the following table for the Basic Grant project budget. The total should equal \$5,000, no more and no less. **No indirect costs are allowed.** This table is available as a fill-in form at http://www.imls.gov/grants/library/lib_nat.asp. See the sample budget table below for guidance.

Spending Categories	Estimated Cost
1. Library Personnel	
2. Materials, supplies, and equipment	
3. Services	
4. Other	

Total: \$5,000

Sample Project Budget

Spending Categories	Estimated Cost
1. Library Personnel <ul style="list-style-type: none"> Library staff/tutor for after-school hours—\$9.00/hr x 5 hrs/week x 50 weeks = \$2,250 	\$2,250
2. Materials, supplies, and equipment <ul style="list-style-type: none"> New library books and magazine subscriptions New computer 	\$1,200 \$900
3. Services <ul style="list-style-type: none"> Storyteller events at the library—\$50 honorarium for five storytellers Training for graphic design for library newsletter 	\$250 \$100
4. Other <ul style="list-style-type: none"> Internet service provider fees—\$25/month x 12 months 	\$300

Total: \$5,000

Part B—Project Budget for 2006 Education/Assessment Option

The purpose of the Education/Assessment Option is to provide funding for tribal library staff to attend continuing education courses and/or training workshops on- or offsite, to attend or give presentations at conferences related to library services, and/or to hire a consultant for an onsite professional library assessment. Use the following table to describe how the Education/Assessment Option will be spent. The total should equal \$1,000. **No indirect costs are allowed.** This table is available as a fill-in form at http://www.imls.gov/grants/library/lib_nat. See the sample budget table below for guidance.

Spending Categories	Estimated Cost
1. Continuing education/training	
2. Travel to conferences, continuing education, and other library-related training	
3. Services of a professional librarian to conduct an onsite library assessment	
Total:	\$1,000

Sample Project Budget

Spending Categories	Estimated Cost
1. Continuing education/training <ul style="list-style-type: none"> Registration for state library conference 	\$100
2. Travel to conferences, continuing education, and other library-related training <ul style="list-style-type: none"> Travel to state library conference, hotel, meals 	\$300
3. Services of a professional librarian to conduct an onsite library assessment <ul style="list-style-type: none"> Site visit for collection assessment and report of recommendations 	\$600
Total:	\$1,000

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a “Disclosure of Lobbying Activities” (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. If you receive a grant, you must comply with these requirements.

ASSURANCES STATEMENT

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, “Audits of States, Local Governments, and Non-Profit Organizations.”

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of all relevant IMLS regulations, including 45 CFR § 1183, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.”

FEDERAL DEBT STATUS

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

**DEBARMENT
AND
SUSPENSION**

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

**NON-
DISCRIMINATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE
WORKPLACE
ACT OF
1988**

(A) The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law, or other appropriate agency; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

The authorized representative/authorizing official certifies to the best of his or her knowledge and belief that:

- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative/authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

- (c) the authorized representative/authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

**HISTORIC
PROPERTIES**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

For further information on these certifications, contact IMLS at 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802, or call (202) 653-IMLS (4657).

PART 3
ENHANCEMENT
GRANT

Enhancement Grant

PURPOSE OF PROGRAM

Enhancement Grants are made to support (1) projects that address the goals of the Library Services and Technology Act (LSTA); (2) the performance of library activities relating to the collection and organization of materials; and (3) improvements in accessibility of materials and services.

Projects may enhance existing library services or implement new library services, particularly as they relate to the goals of the LSTA listed below:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- developing library services that provide all users with access to information through local, state, regional, national, and international electronic networks;
- providing electronic and other linkages between and among all types of libraries;
- developing public and private partnerships with other agencies and community-based organizations;
- targeting library services to help increase access and ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, and individuals with limited functional literacy or information skills; and
- targeting library and information services to help increase access and ability to use information resources for persons having difficulty using a library and for underserved urban and rural communities, including children from birth to age 17, from families with incomes below the poverty line (as defined by the Office of Management and Budget).

The services listed above are not in priority order and are of equal importance.

ELIGIBILITY

Indian tribes and Alaska Native villages or corporations that are recognized by the Department of the Interior are eligible to apply for an Enhancement Grant. Tribes must submit a Basic Grant application in the same fiscal year to be eligible to apply for an Enhancement Grant. Entities such as libraries, schools, tribal colleges, and departments of education are not eligible applicants, although they may be involved in the administration of this program and their staff may serve as project directors. Please refer to Applicant Eligibility on page 1.3 for more information.

HOW GRANTS ARE MADE/ APPLICATION REVIEW AND EVALUATION

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants to obtain information needed to make an eligibility determination. If an applicant is determined to be ineligible, the agency will reject the application without evaluating the proposed project. Similarly, the agency will reject an incomplete application without subsequent evaluation of the proposed project. IMLS will notify a tribe if its application is rejected.

All eligible and complete applications are competitively reviewed through the agency's peer review process. Applications are evaluated by individual field review and/or panel review. IMLS draws its reviewer pool from professionals in the field who have relevant knowledge and expertise in the types of activities and organizations identified in the applications.

During the evaluation process, reviewers are instructed to evaluate the proposed projects according to the criteria identified in these guidelines. Accordingly, applicants should address all program criteria in their application narratives and include supporting materials in their submissions to the agency. The IMLS director makes funding decisions based on the reviewers' evaluations and the overall goals of this program and the agency.

Conditions of a Grant

GRANT PERIOD

Applicants may request either a one- or two-year grant. Once funds are awarded, funds must be expended within the specified grant period. The grant period begins no earlier than October 1, 2006, and no later than December 1, 2006. Grantees may begin project activities any time during one of those months but the grant period will begin on the first day of the month in which project activities are undertaken and end on the last day of the month in which project activities are completed.

A one-time no-cost extension to the grant period may be requested from the program officer. A request for an extension must be made in writing no later than ten days before the end of the grant period.

AMOUNT OF GRANT

An applicant may request up to a total of \$150,000 regardless of whether the grant period is one or two years. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested.

USE OF FUNDS

IMLS Enhancement Grant funds may be used only for costs directly related to the Enhancement project, such as costs for salaries for library personnel, library materials (including books, journals, electronic resources, and equipment), library project supplies, telecommunication services and equipment, and fees for participation in networks and consortia that provide the library with direct services. General office supplies are considered part of indirect costs and should not be requested as direct costs. No more than 15 percent of the granted funds may be used for indirect costs, unless the applicant has a current, federally negotiated indirect cost rate. Government-wide cost principles apply.

IMLS expects that funds will support projects that provide services to the public. If a tribe is requesting funding for services or materials to which access is restricted, it must submit its access policy with the application, explaining what percentage of materials would be restricted and providing a justification for the restricted access.

LIMITS ON USE OF FUNDS

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, or pre-grant costs. All listed expenses, including all cost sharing, must be incurred during the grant period. Governmentwide cost principles apply.

LIMITS ON FUNDING

An Indian tribe may submit only one application for an Enhancement Grant in a fiscal year. A grantee receiving a two-year Enhancement Grant from IMLS may not apply for another Enhancement Grant covering the same time period as the second year of the first grant. For example, if a tribe received a two-year Enhancement Grant in FY 2005, it may not apply for another Enhancement Grant until FY 2007.

COST SHARING

Cost sharing is encouraged but not required in this program. **IMLS does not allow federal funds to be used for cost sharing.**

All cost-sharing expenses must be incurred during the grant period, not before or after. Tribes must maintain documentation of cost sharing for reporting purposes to IMLS. In-kind contributions may be used for cost sharing if they specifically relate to the Enhancement Grant project. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe its plan for meeting the promised cost share from other sources in the event that the pending funds are not received. Government-wide uniform administrative rules and requirements apply.

Your cost sharing may consist of:

- cash contributions (funds allocated directly to the project by the applicant or a third party), and
- in-kind contributions (the value of noncash contributions provided by the applicant or a third party, e.g., staff time [if salaries are not paid with federal funds], volunteer time, materials and supplies, and services).

The limitation on using federal funding as cost share applies to salaries, equipment, services, etc., funded by federal dollars. Costs such as rent (if space is owned by the tribe), utilities, and insurance are considered to be part of indirect costs and will not be accepted as direct costs requested from IMLS, or as part of direct cost in-kind contributions if an indirect cost rate or the 15 percent administrative fee is charged to the project. If personnel or resources funded by federal dollars are a part of the project design and/or management plan, their role may be described in the application narrative. Indirect costs may be used as cost sharing. Indirect costs, often referred to as overhead costs, are not attributable to a specific project or activity of an organization.

MAINTENANCE OF EFFORT

Although cost sharing is not required in this program, IMLS requires that organizations maintain their previous funding efforts and demonstrate that federal funds will enhance rather than replace tribal funding for library services. Applicants are encouraged, when possible, to contribute financially or through in-kind services to proposed projects in order to promote community interest and involvement.

COPYRIGHT/ WORK PRODUCTS

IMLS requires acknowledgment of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the grant recipient has received written approval for another arrangement. The recipient may copyright, with written permission, any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires that awardees provide three copies of any products produced with IMLS funds to IMLS with the final reports. Generally, a beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

**NOTIFICATION
OF GRANT
AWARD**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in September 2006.

**PAYMENT,
ACCOUNTING,
MANAGEMENT,
AND
REPORTING
PROCEDURES**

A federal accounting office handles the payment of Native American Library Services grants. Grant recipients may request cash advances or reimbursements as needed during the project period. Final reimbursement requests must be made within 90 days after the end of the grant period. Payments are made electronically.

IMLS requires grant recipients to maintain a restricted account for funds received during the project period. They do not need to maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements. In addition, government-wide uniform grant administrative rules and requirements apply.

Grant recipients are required to submit six-month performance reports as well as annual financial status reports. They are also required to submit a final performance report and a final financial report. Interim reports must be submitted within 30 days after the end of each reporting period. Final performance and financial reports are due within 90 days after the close of the grant period. IMLS will provide reporting instructions.

Application Evaluation Criteria

The four criteria listed below should be addressed in an application narrative of **eight** pages or less. Because reviewers base their evaluations only on the information presented in the application, it is important that applicants prepare a clear, concise, well-organized document. Applicants must address all of the evaluation criteria in the same order in which they are listed below. Each criterion should be used as a heading and followed by a comprehensive description.

1. ASSESSMENT OF NEED

Include an assessment of need as it relates to the community and the library. Include information such as:

- a description of the community,
- the current status of the library, including baseline data that will be used to measure success of outcomes at project completion, and
- what needs will be met by the goals of this project and how those needs were determined.

2. PROJECT DESIGN AND EVALUATION PLAN

Include a description of the proposed project plan. Include information such as:

- clear goals and objectives,
- action steps and activities to implement the project,
- evidence that the project is of sufficient scope to create positive change in library services to the community,
- a plan to monitor and assess progress of project,
- a plan to evaluate the impact of the project; i.e., measurement of outcomes for each objective, measurement of community satisfaction, and documenting final results, both expected and unexpected, and
- a plan to maintain and continue the positive changes after the period of federal funding.

3. PROJECT RESOURCES: BUDGET, PERSONNEL, AND MANAGEMENT PLAN

Describe the resources that will be made available for completing the proposed project. Include information such as:

- evidence that the applicant will effectively complete the project activities through the deployment and management of resources including money, facilities, equipment, and supplies,
- evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities,
- a description of reporting relationships for personnel and oversight responsibilities for the project,

- what other tribal, federal, or nonfederal resources will be used to carry out the proposed project, and
- evidence that there is a record of sound financial planning and management.

Note: Resumes or vitae of **no more than two pages** each for all personnel involved in project activities must be included. Include position descriptions for new positions for which IMLS funding is requested. You do not need to identify persons to be hired for new positions.

4. IMPACT AND INTENDED RESULTS

- Describe how this project will impact library services to your community.
- Describe any innovative approaches you will use.
- Describe what aspects of this project could be replicated by other tribal libraries.
- Describe how project results and lessons learned will be disseminated locally and to the Native American library community at large.

PROJECTS INVOLVING DIGITIZATION

If a proposed project involves digitization, the Specifications for Projects That Develop Digital Products form on pages 3.29–3.32 must be completed. The Guidance for Projects That Develop Digital Products on the following page is intended to assist the applicant in learning more about digitization projects. If the proposed project does not include digitization, the Specifications form is not required.

Guidance for Projects That Develop Digital Products

INFORMATION TO INCLUDE IN PROPOSAL

In the proposal narrative, include a description of the subject matter and its significance, including relationships to related digital content. Explain how the material to be included in the project was or will be selected. Describe the additional value that the project will bring to the materials, such as enabling innovative new uses or attracting new audiences. Describe how potential users will discover the new digital material. The application also includes a form, Specifications for Projects That Develop Digital Products (see pp. 3.29–3.32), that must be completed and submitted with the application.

INTEROPERABILITY

Project design should demonstrate the use of existing standards and best practices for digital material where applicable, and products should be interoperable with other digital content. Grantees creating digital collections are expected to participate in the IMLS Digital Collections Registry currently operated by the University of Illinois at Urbana-Champaign. The Grainger Library has created a registry and a metadata repository of collections digitized with IMLS funding. (See the project site at <http://imlsdcc.grainger.uiuc.edu/about.htm>.)

DIGITIZATION PLANS

Projects that include digital conversion are strongly encouraged to develop a digitization plan before writing the grant application, and to include a copy of the plan as an appendix to the application.

RESOURCES FOR DIGITAL PROJECTS

IMLS has published *A Framework of Guidance for Building Good Digital Collections* as a resource for applicants planning digital projects, which is now maintained by the National Information Standards Organization (NISO). Available at <http://www.niso.org/framework/Framework2.html>, the second edition of this document contains links to many Web sites with useful information for planning and implementing digital projects. IMLS offers a wealth of information, including lists of funded digital projects, at the Digital Corner on the IMLS Web site at <http://www.imls.gov/digitalcorner/index.htm>.

**APPLICATION
PACKAGE
COMPONENTS**

Preparing the Application Package

An application requesting an Enhancement Grant through the Native American Library Services program of IMLS must include the following materials organized in the order listed. The following pages contain instructions for completing the grant application components.

1. Face Sheet
2. Native American Enhancement Grant Information Form
3. Abstract
4. Narrative (maximum of eight pages)
5. Budget (Detailed, Summary, and Budget Justification)
6. Current, federally negotiated rate agreement for indirect costs, if applicable
7. Specifications for Projects that Develop Digital Products, if applicable
8. Schedule of Completion
9. Three-Year Plan for 2007–2009
10. Appropriate attachments, such as:
 - Resumes of all staff involved in project (maximum of two pages each)
 - Position descriptions for new positions for which IMLS funding is requested
 - Needs assessments or other pertinent documentation
 - Letters of support; letters of commitment
 - Organizational chart

Original and copies: The applicant must submit one original (with original signature of authorized representative/authorizing official) and **TEN** copies of the entire application, plus **TWO** additional copies of the Face Sheet. Do not place the original or copies in binders or notebooks.

Electronic copies of application materials: Applicants are requested to send an electronic copy of the information on the Face Sheet, including the 200-word project description, and the abstract, narrative, and specifications for digitization (if applicable) on a 3.5-inch disk or CD, formatted as a text file (.txt) or rich text file (.rtf).

Formatting requirements:

- Use 8.5 x 11-inch paper.
- Leave a margin of at least 0.5 inch on all sides.
- Print on only one side of each page.
- Number each page of the **entire** application.
- **Print in 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable.** Handwritten applications will not be accepted.

No submitted application materials will be returned.

ELECTRONIC FILL-IN APPLICATION FORMS

IMLS now makes all application forms available on our Web site in PDF (Portable Document File) format for download. Applicants can download the electronic version of an IMLS application form and, using freely available software, type into the form on any computer. This eliminates the need for a typewriter or for re-creation of IMLS application forms. Note that these forms cannot be submitted electronically, but can be completed online and then printed on the applicant's printer and shipped to IMLS as a part of your application. **Caution:** These forms cannot be saved, so they must be completely filled in and printed in one operation. To access the fill-in application forms, visit <http://www.imls.gov/grants/appl/index.htm>. Alternatively, applicants may type on printed forms.

GRANTS.GOV**SUBMIT APPLICATION ONLINE THROUGH GRANTS.GOV**

Beginning with the 2006 grant year, applicants for IMLS Native American Library Services Enhancement Grants may apply online through Grants.gov. Grants.gov allows applicants to find and apply for competitive grant opportunities electronically from federal grant-making agencies.

To begin an online application, go to <http://www.grants.gov/Apply>, and follow the instructions provided on the Web site. To access the online application, you will need to use CFDA number 45.311 for the Native American Library Services Enhancement Grant program. The online application will require the same information as the paper version contained in these guidelines and on the application forms available on the IMLS Web site in PDF format for download.

Instructions for Completing the Application

FACE SHEET

The Face Sheet is provided on pages 3.23–3.24 of this section of the guidelines. These pages are available as a fill-in form on the IMLS Web site.

Item 1: Applicant Organization

Enter the legal name of the tribe that is making the application, and its mailing address, Web address, and DUNS and TIN numbers. Please make sure also to include the Zip + 4 and the Congressional District in this address. To find your Zip + 4 code, please go to <http://zip4.usps.com/zip4/welcome.jsp>. To find your Congressional District, please visit <http://www.house.gov> and enter the address including the Zip + 4.

Item 2: Project Information

Enter the title of your Enhancement Grant project. Enter a brief description of the proposed project's goals. Enter the grant period start date and end date. Applicants may request either a one- or two-year grant. The grant period begins no earlier than October 1, 2006, and no later than December 1, 2006.

Item 3: Project Director

Enter the name, address, and contact information of the person (project director) who will be responsible for carrying out the project and who will serve as the primary contact with IMLS regarding the progress achieved under the grant.

Item 4: Primary Contact/Grants Administrator

If the project director performs all the grant administration tasks as well, check the “same as project director” box and go to the next item. If your tribe has someone separate from the project director who manages the grant administration tasks, fill in that person's information here.

Item 5: Type of Applicant

Check the box beside “Indian/Native American Tribal Government (Federally Recognized).”

Item 6: Authorized Representative/Authorizing Official

Enter the name, address, and contact information of the person (authorized representative/authorizing official) who has the authority to apply for federal support of the tribe's activities and enter into legal agreements in the name of the tribe. (In those rare instances when a person who would normally serve as the authorized representative/authorizing official is the project director, the name, title, address, etc. of the person to whom the project director reports should be entered here and that person should sign the application.)

The authorized representative/authorizing official must sign and date the Face Sheet. Photocopies or stamps of signatures will not be accepted on the original form.

The Enhancement Grant Information Form is provided on Page 3.25 in this section of the guidelines. This page is available as a fill-in form on the IMLS Web site.

Item 1: Organizational Unit

If an entity other than the tribal administration is going to administer this grant, enter the name and complete address of that entity here (e.g., tribal library, tribal education department, tribal college library, public library, school library).

Item 2: Institutional Profile

Please fill in all information requested, as follows:

- a. Hours: Enter the number of hours per week the library collection is accessible to patrons.
- b. Library staff: On the first line, enter the number of staff who work full-time in the library. On the second line, enter the number of staff who work part-time in the library, and indicate the percentage of time that is part-time library work on the third line.
- c. Number of holdings: Enter the total number of books, journals, videos, CDs, DVDs, etc., in the collection.
- d. Circulation: Enter the approximate number of materials that have been checked out by patrons in the past year.
- e. Staff Internet access: Indicate (Yes or No) whether staff have access to the Internet.
- f. Public Internet access: Indicate (Yes or No) whether the public has access to the Internet.
- g. Operating budget: Enter the amount of funding that was spent last year on library services. Include all sources, such as the IMLS Basic Grant, tribal funds, other grant funds, etc.

Item 3: Supported Activities

Check all applicable boxes next to the activities that will be supported by the grant. These activities are the focus of the Library Services and Technology Act (LSTA) and are not listed in priority order.

Item 4: Amount Requested

Enter the amount that is requested from IMLS, both direct and indirect costs, from the Summary Budget.

Item 5: Cost Share

Enter the amount of cost sharing, both direct and indirect, from the Summary Budget.

Item 6: Project Costs

Enter the amount of all project costs from the Summary Budget.

Item 7: Digitization

Specify (Yes or No) whether this is a digitization project.

ABSTRACT

A project abstract of no more than one page, single spaced (600-word maximum), should be a self-contained description of the project, containing a statement of objectives and methods to be used as well as anticipated results and outcomes.

NARRATIVE

A narrative of no more than **eight** single-spaced, one-sided pages should address the Application Evaluation Criteria. (Please note that in previous years, the maximum page limit for the narrative was ten pages.) Your narrative should include sections on the Application Evaluation Criteria, which are listed on pages 3.7–3.8, and are as follows:

1. Assessment of need
2. Project design and evaluation plan
3. Project resources: Budget, personnel, and management plan
4. Impact and intended results

The narrative should provide a comprehensive description for each of the criteria and they should appear in the order listed. Make it clear to reviewers why you are proposing the project, what the project entails, how the activities will be accomplished, who will be involved, when the activities will take place, and how the project will be managed, evaluated, and sustained after the grant period.

Because reviewers base their evaluations only on the information presented in your application, it is important that you prepare a clear, concise, well-organized document. IMLS has created an outcome based project planning and evaluation tool that is available on the IMLS Web site at http://e-services.imls.gov/project_planning/.

BUDGET

The IMLS Enhancement Grant application includes three elements to describe the costs of a proposed project: a Detailed Budget, a Summary Budget form that describes costs for the entire project, and a Budget Justification that explains all components of the Detailed Budget form. As you calculate your budget, round off to the nearest dollar and be certain to check your math.

IMLS has provided instructions below on what information to include in particular categories of the Detailed Budget form. The budget should include costs to be supported by IMLS funds and cost sharing, if applicable. Only those costs necessary to achieve the specific project goals should be included in the budget. The Summary Budget form and the Detailed Budget form are available as fill-in forms on the IMLS Web site.

DETAILED BUDGET**Project Costs**

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization.

When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see Indirect Costs below) are not charged to the project as direct costs.

Fringe Benefits

Fringe benefits may include contributions for social security, employee insurance, pension plans, etc. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

Travel Costs

Applicants who receive Enhancement Grant awards must attend an annual grantee meeting. As part of your travel budget, \$2,500 is included for each year of the grant under IMLS funds to attend the Enhancement grantee meeting. The lowest available commercial fares for coach or equivalent accommodations must be used and foreign travel must be undertaken on U.S. flag carriers when such services are available.

Equipment

Permanent equipment is defined as nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more.

Services

The costs of project activities to be undertaken by a third-party contractor, including a partner, should be listed under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. A complete itemization of these costs should be attached to the IMLS budget form. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS budget form and must have an attached itemization. Individual consultants may be listed under "Consultant Fees."

INDIRECT COSTS (OVERHEAD)

These are costs that are incurred for common or joint objectives and therefore cannot be readily identified with a specific project or activity of an organization. Typical examples of indirect cost-type items are the salaries of executive officers, the costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services.

- Indirect costs are computed by applying a negotiated indirect cost rate to a distribution base (usually the direct costs of the project). Organizations that wish to include overhead charges in the budget, but do not have a current, federally negotiated indirect cost rate or have not submitted a pending indirect cost proposal to a federal agency, may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect cost-type items from the budget and the fee may not be applied to more than the first \$5,000 of distorting costs such as equipment purchases or subcontracts.

- If an institution has a federally negotiated indirect cost rate that will be current at the time an award is made, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.
- An institution that is in the process of negotiating an indirect cost rate with a federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.
- An organization that will function as a partner in undertaking grant activities may charge an administrative fee to the project of up to 15 percent if it does not have a federally negotiated indirect cost rate that will be current at the time the award is made. If it chooses to charge indirect costs to the project, a copy of the indirect cost negotiation must be attached to the budget itemization.

SUMMARY BUDGET

The Summary Budget should clearly identify the amount requested from IMLS, and the amount provided as cash and in-kind contributions by the applicant, by any partners, and from any other sources in the cost-share column. This page is available as an electronic fill-in form on the IMLS Web site. Only one Summary Budget form is required whether the grant period is one or two years.

BUDGET JUSTIFICATION

The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role of each person listed in the project budget. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The applicant should provide specifications for all hardware and software for which IMLS funding is requested.

IMLS encourages applicants to contribute as cost sharing the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period.

**SPECIFICATIONS
FOR
PROJECTS
THAT
DEVELOP
DIGITAL
PRODUCTS**

The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

If a project involves digitization, the Specifications for Projects That Develop Digital Products form on pages 3.29–3.32 must be completed. If a proposed project does not involve digitization, the form is not required.

See Guidance for Projects That Develop Digital Products on page 3.9 for information on resources about digitization projects. This information is intended to assist the applicant in learning more about digitization projects.

The following are instructions describing what information to include in the Specifications for Projects That Develop Digital Products form.

PART I

Complete the appropriate sections. Select box A, B, C, or any combination of these boxes, depending on the original material you will be working with and the digital products you will develop.

Box A. Converting Nondigital Material to Digital Format

1. Explain the types of original **nondigital** materials you will select for digitization, such as text, photographs, three dimensional art objects, archaeological artifacts, maps, motion pictures, video, etc., and give the quantity of each type. (For audio, video, and motion picture materials, give the total number of minutes or hours to be digitized.) Describe the original format of each type of material you will digitize.
2. Identify all use or access restrictions covering the original material you will digitize. Check the intellectual property condition and give the corresponding percentage of the original material to be digitized for which restrictions exist.
3. Describe the terms of access and use that will apply to the newly digitized material being created by the project. Identify and explain any restrictions that will apply to the digitized material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)
4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (such as cameras with zoom capability, scanners, servers, motorized object rigs, etc.). Equipment and software must be described whether you will do the digitization in-house or outsource it to a contractor or partner.

Box B. Creating New Digital Content

1. Explain the types of digital content you will **create**, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the quantity of each type.
2. Describe your plan to obtain releases/permissions from project content creators (e.g., filmmakers) and subjects (e.g., oral history interviewees).
3. Describe the disposition of ownership of the new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new product, and specify what percentage if any of the total material will be subject to restrictions.
4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project (e.g., camera, audio recording equipment, video recording equipment, encoding software, server). Equipment must be described whether you will create the content in-house or outsource it to a contractor or partner.

Box C. Repurposing Existing Digital Content

1. Explain the original materials whose **digital** form you will repurpose, such as digital text (e.g., oral history transcripts), photographs, video, audio, Web files, etc., and give the number of each type. Describe the **digital format** and the amount of the material you will repurpose.
2. Identify copyright and other potential restrictions with regard to the original digital material. Check the intellectual property condition and give the corresponding percentage of the digital material to be repurposed.
3. Describe the terms of access and use of the repurposed digital material. Identify and explain any restrictions that will apply to the repurposed digital material, and specify what percentage if any of the total material will be subject to restrictions. (Examples are copyright, no downloading, registration, etc.)
4. Explain what equipment and software will be used and include specifications that are relevant to the work of the project. Equipment must be described whether you will do the repurposing in-house or outsource it to a contractor or partner.

PART II

Answer all questions.

5. Specify the file formats to be produced and the anticipated quality of each format (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate, compression ratio, frames per second). If watermarks or other features will be used, explain. Provide information for Master, Access, and Thumbnail versions.

6. Describe the medium that you will use to deliver the digital material (e.g., Internet streaming or download, broadcast, DVD).
7. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, ContentDM).
8. Describe your plan for ensuring the technical quality of the digital product.
9. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, Categories for the Description of Works of Art).
10. Describe plans for preserving and maintaining the digital material during and after the grant period. The plan should cover storage systems and media to be used, migration plans, maintenance responsibilities, and commitment of institutional funding support.
11. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection and Content Registry. State reasons for selecting alternative approaches.
12. Provide URL(s) for applicant's previously digitized collections, if applicable. If the proposed digital collection will differ substantially in look and feel from collections you previously digitized, explain what the difference will be.

SCHEDULE OF COMPLETION

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. The dates on your Schedule of Completion must correspond with the project dates on the Face Sheet. The applicant need not follow the sample format on page 3.33 but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

THREE-YEAR PLAN

A three-year plan covering the years 2007-2009 is required. This long-term plan may be a revised or expanded version of the three-year plan submitted for the 2006 Basic Grant and should include your proposed Enhancement Grant project as it relates to your library's mission and future goals.

Your library's three-year plan should identify community needs and how the library will address those needs. State the library's mission, goals, and the programs and activities that will be implemented to achieve those goals. The three-year plan should include an evaluation plan that will demonstrate progress toward reaching the library's goals. Use the outline below and go to the IMLS Web site at <http://www.imls.gov/grants/appl/index.htm#libapps> for a sample three-year plan.

1. Mission Statement
 2. Needs Statement #1
 - a. Goal
 - b. Evaluation Plan
 1. Key Output Targets
 2. Key Outcome Targets
 - c. Activities/Timeline
 3. Needs Statement #2
 - a. Goal
 - b. Evaluation Plan
 1. Key Output Targets
 2. Key Outcome Targets
 - c. Activities/Timeline
- Etc.

IMLS supports and encourages the use of an evaluation tool called Outcome Based Evaluation (OBE). This system of measuring results replaces the question, “What activities did we carry out?” with the question, “What changed as a result of our work?” A focus on measuring outcomes—the effect of an institution’s activities and services on the people it serves—rather than on the services themselves (outputs) is an emerging keystone of library programs. Additional information about OBE is available on the IMLS Web site at http://www.imls.gov/grants/current/crnt_obc.htm or on request from IMLS.

IMLS ASSURANCES

To be considered for a grant, an authorized representative/authorizing official must read the Assurances and sign the certification on the Face Sheet. An authorized representative/authorizing official of the applicant tribe is a person who has the authority to apply for federal support of the tribe’s activities and to enter into legal agreements in the name of the tribe.

ATTACHMENTS

Resumes or vitae of **no more than two pages** each for all personnel working on project activities must be included. For new positions for which IMLS funding is requested, include position descriptions. Also, applicants should include documents that specifically relate to the justification for the project. Information may include needs assessments, letters of support, letters of commitment, specifications for equipment to be purchased, products or evaluations from previously completed or ongoing projects of a similar nature, or other documents for the evaluation of the proposal.

FOR MORE INFORMATION

For questions, contact: Alison Freese, Senior Program Officer
Native American Library Services
Phone: (202) 653-4665
E-mail: afreese@imls.gov

Sending the Application to IMLS

Send applications to:

Native American Library Services

Office of Library Services

Institute of Museum and Library Services

1800 M Street, NW, Ninth Floor

Washington, DC 20036-5802

Applications must be postmarked no later than the application deadline:

May 1, 2006

SHIPPING

Shipping an application to IMLS:

- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- All of the first-class and Priority mail sent to IMLS through the U.S. Postal Service is put through an irradiation process, which results in lengthy delays in mail delivery. Support materials (e.g., CDs, videos, slides) put through the irradiation process may suffer irrevocable damage.
- Please consider using commercial delivery services. Applications do not need to be sent overnight; ground service is acceptable.
- If you must use the U.S. Postal Service, IMLS recommends certified or registered mail.
- Due to the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. Post Offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review, and may be rejected.

IMLS ACKNOWLEDGMENT

- Within 30 working days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

PROOF OF SHIPPING

- IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
- The U.S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date-stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If using registered mail, the green return receipt card does not meet the IMLS requirement for proof of shipping.

Checklist for Enhancement Grant Application

Use this checklist before mailing your application to ensure that you have included all of the following documents. **Please include a copy of this completed checklist with your application package.**

- ☐ Face Sheet
- ☐ Enhancement Grant Information Form
- ☐ Application Checklist
- ☐ Abstract
- ☐ Narrative (eight pages maximum)
- ☐ Project Budget
 - ☐ Detailed Budget
 - ☐ Summary Budget
 - ☐ Budget Justification
- ☐ Copy of current, federally negotiated indirect cost rate agreement or indirect cost rate proposal, if applicable
- ☐ Specifications for Projects That Develop Digital Products, if applicable
- ☐ Schedule of Completion
- ☐ Three-Year Plan for 2007–2009
- ☐ Attachments (e.g., resumes, position descriptions, assessments, letters of support)
- ☐ Original and **TEN** copies of the complete application package
- ☐ Two additional copies of the Face Sheet and Enhancement Grant Information form
- ☐ 3.5-inch disk or CD (containing electronic copy of the Face Sheet, Enhancement Grant Information Form, Abstract, and Narrative)

Face Sheet

OMB No. 3137-0029

01/31/2007

CFDA No. 45.311

1. APPLICANT ORGANIZATION

Legal Name _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ Congressional District _____
DUNS Number _____ Employer Identification Number (EIN/TIN) _____
Web Address http:// _____

2. PROJECT INFORMATION

Project Title _____
Project Description _____

Grant Period Start Date _____ End Date _____
(must begin between 10/1/06–12/1/06)

3. PROJECT DIRECTOR

Prefix _____ First Name _____ Middle Initial _____
Last Name _____ Suffix _____
Title _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ E-mail _____
Phone _____ Fax _____

4. PRIMARY CONTACT/GRANTS ADMINISTRATOR

☐ Same as Project Director (skip to item 5)

Prefix _____ First Name _____ Middle Initial _____
Last Name _____ Suffix _____
Title _____
Address 1 _____
Address 2 _____
City _____ County _____ State _____
Zip + 4/Postal Code _____ E-mail _____
Phone _____ Fax _____

CONTINUE TO ITEM 5

5. TYPE OF APPLICANT: CHECK THE ONE THAT APPLIES

- ☐ State Government
☐ County Government
☐ City or Township Government
☐ Special District Government
☐ Regional Organization
☐ U.S. Territory or Possession
☐ Independent School District
☐ Public/State Controlled Institution of Higher Education
☐ Indian/Native American Tribal Government (Federally Recognized)
☐ Indian/Native American Tribal Government (Other than Federally Recognized)
☐ Indian/Native American Tribally Designated Organization
☐ Public/Indian Housing Authority
☐ Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
☐ Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
☐ Private Institution of Higher Education
☐ Individual
☐ For-Profit Organization (Other than Small Business)
☐ Small Business
☐ Hispanic-serving Institution
☐ Historically Black Colleges and Universities (HBCUs)
☐ Tribally Controlled Colleges and Universities (TCCUs)
☐ Alaska Native and Native Hawaiian Serving Institutions
☐ Nondomestic (non-U.S.) Entity
☐ Other (specify)_____

6. AUTHORIZED REPRESENTATIVE/AUTHORIZING OFFICIAL

By signing the application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

(U.S. Code, Title 218, Section 1001)

☐ I Agree

*Certifications and assurances are set forth in the IMLS guidelines for the program to which application is made.

Prefix _____ First Name _____ Middle Initial _____
 Last Name _____ Suffix _____
 Title _____
 E-mail _____ Phone _____ Fax _____

Signature of Authorized Representative/Authorizing Official

Date Signed

Enhancement Grant Information Form

Legal Name (from Face Sheet) _____

1. Organizational Unit (if different from Legal Name): _____

Address 1 _____

Address 2 _____

City _____ State _____ Zip + 4/Postal Code _____

Web Address http:// _____

2. Institutional Profile

a. Number of hours per week the library collection is accessible to patrons: _____

b. Number of staff dedicated full-time to library operations: _____

Number of staff with part-time library duties: _____

If part-time, indicate percentage of time dedicated to library duties: _____%

c. Number of holdings (books, journals, media): _____

d. Number of circulation transactions per year: _____

e. Does library staff have access to the Internet? ☐ Yes ☐ No

f. Does the library provide public access to the Internet? ☐ Yes ☐ No

g. Amount of operating budget for library services in most recently completed fiscal year (include all sources): \$ _____

3. Identify which of the following activities will be supported by Enhancement Grant funds (check all that apply):

☐ Expand services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.

☐ Develop library services that provide all users with access to information through local, state, regional, national, and international electronic networks.

☐ Provide electronic and other linkages between and among all types of libraries.

☐ Develop public and private partnerships with other agencies and community-based organizations.

☐ Target library services to help increase the access and the ability to use information resources for individuals of diverse geographic, cultural, and socioeconomic backgrounds, for individuals with disabilities, and for individuals with limited functional literacy or information skills.

☐ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities, including children from birth to age 17, from families with incomes below the poverty line (as defined by the Office of Management and Budget).

4. Amount requested from IMLS: \$ _____

5. Amount of cost sharing: \$ _____

6. Total project costs from all sources: \$ _____

7. Digitization project: ☐ Yes ☐ No

Project Budget Form

SECTION 1: DETAILED BUDGET

Year ☐ 1 ☐ 2 - Budget Period from ____ / ____ / ____ to ____ / ____ / ____

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.14–3.17 BEFORE PROCEEDING.

SALARIES & WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
TOTAL SALARIES & WAGES			\$	_____	_____

SALARIES & WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
_____	()	_____	_____	_____	_____
TOTAL SALARIES & WAGES			\$	_____	_____

FRINGE BENEFITS

RATE		SALARY BASE	IMLS	COST SHARE	TOTAL
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
_____	% of \$	_____	_____	_____	_____
TOTAL FRINGE BENEFITS			\$	_____	_____

CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR HOURS) ON PROJECT	IMLS	COST SHARE	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL CONSULTANT FEES			\$	_____	_____

TRAVEL

FROM/TO	NUMBER OF: PERSONS	DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	COST SHARE	TOTAL
IMLS Meeting	()	()	_____	_____	2,500	_____	_____
_____	()	()	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____
_____	()	()	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS					\$	_____	_____

Project Budget Form

SECTION 1: DETAILED BUDGET CONTINUED

Year ☐ 1 ☐ 2

MATERIALS, SUPPLIES, & EQUIPMENT

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
TOTAL COST OF MATERIALS, SUPPLIES, & EQUIPMENT		\$		

SERVICES

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
TOTAL SERVICES COSTS		\$		

OTHER

ITEM	METHOD OF COST COMPUTATION	IMLS	COST SHARE	TOTAL
TOTAL OTHER COSTS		\$		

TOTAL DIRECT PROJECT COSTS	\$		
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INDIRECT COSTS

Read the instructions about Indirect Costs on pages 3.15–3.16 before completing this section.

Applicant organization is using (check one):

- ☐ An indirect cost rate that does not exceed 15 percent
- ☐ A current, federally negotiated indirect cost rate

Name of Federal Agency

Expiration Date of Agreement

- ☐ A proposed rate while negotiating a federally negotiated indirect cost rate (applicant must include a copy of the indirect cost proposal in the application)

Name of Federal Agency

Date of Proposal

Indirect Cost Calculations

_____% of \$_____ (modified direct IMLS costs) = \$_____ IMLS indirect portion

_____% of \$_____ (modified direct Cost Share costs) = \$_____ Cost Share indirect portion

Total indirect costs = \$_____

Project Budget Form

SECTION 2: SUMMARY BUDGET

Name of Applicant Organization _____

IMPORTANT! READ INSTRUCTIONS ON PAGES 3.16–3.17 BEFORE PROCEEDING.

DIRECT COSTS

	IMLS	COST SHARE	TOTAL
SALARIES & WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES, & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____

TOTAL DIRECT COSTS \$ _____ \$ _____ \$ _____

INDIRECT COSTS* \$ _____ \$ _____ \$ _____

*You may request indirect costs from IMLS only on the direct project costs requested from IMLS.

TOTAL PROJECT COSTS \$ _____

AMOUNT OF CASH CONTRIBUTIONS \$ _____

AMOUNT OF IN-KIND CONTRIBUTIONS \$ _____
(INSTITUTIONAL COST SHARING) INCLUDING INDIRECT COSTS

TOTAL AMOUNT OF COST SHARE (CASH & IN-KIND CONTRIBUTIONS) \$ _____

AMOUNT REQUESTED FROM IMLS, INCLUDING INDIRECT COSTS \$ _____

PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS _____%

Have you received or requested funds for any of these project activities from another federal agency?
(Please check one) ☐ Yes ☐ No

If yes, name of agency _____

Date of application _____ or award _____ Amount requested or received \$ _____

Specifications for Projects That Develop Digital Products

PART I. COMPLETE THE APPROPRIATE SECTIONS.

A. Converting Nondigital Material to Digital Format

1. Describe types and original formats of materials to be selected for digitization and quantity of each.

2. Identify copyright issues and other potential restrictions with regard to the original nondigital material.

- ☐ Public domain _____ % of total
- ☐ Permissions have been obtained _____ % of total
- ☐ Permissions to be requested _____ % of total. Plan to address: _____

☐ Privacy concerns _____ % of total. Plan to address: _____

☐ Other _____ % of total. Explain. _____

3. Describe how the newly digitized material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to digitized material, and specify what percentage if any of the total material will be subject to restrictions.

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, scanner, server, A/D audio or video converter):

B. Creating New Digital Content

1. Describe types of materials to be created in digital form and quantity of each.

2. Describe plan to obtain releases/permissions from project content creators and subjects.

3. Describe disposition of ownership of the new product. Describe how the new product will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the new content, and specify what percentage if any of the total material will be subject to restrictions.

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., camera, audio recording equipment, video recording equipment, encoding software, server).

C. Repurposing Existing Digital Content

1. Describe types and formats of digital materials to be selected for repurposing and quantity of each.

2. Identify copyright issues and other potential restrictions with regard to the original digital material.

☐ Public domain _____ % of total

☐ Permissions have been obtained _____ % of total

☐ Permissions to be requested _____ % of total. Plan to address: _____

☐ Privacy concerns _____ % of total. Plan to address: _____

(Box C continues next page)

(Box C, continued)

☐ Other _____ % of total. Explain. _____

3. Describe how the repurposed material will be made available to the public. Explain the terms of access and conditions of use. Identify and explain any restrictions that will apply to the repurposed material, and specify what percentage if any of the total material will be subject to restrictions.
- _____
- _____
- _____

4. List the equipment and software, with specifications, whether purchased, leased, or outsourced, that will be used (e.g., MPEG encoder, nonlinear editing system, GIS software).
- _____
- _____
- _____

PART II. ANSWER ALL QUESTIONS.

1. Specify each type of file format (e.g., TIFF, JPEG, MPEG) to be produced and anticipated quality (e.g., minimum resolution, depth, tone, pixel dimensions, file size, sampling rate) of each.

Master _____

Access _____

Thumbnail _____

2. Describe the delivery medium that will be used (e.g., Internet, broadcast, DVD).
- _____
- _____

3. Describe the underlying software to manage and/or present the content (e.g., DSpace, Fedora, Content-DM). _____
- _____

4. Describe the quality control plan. _____
- _____
- _____

5. Explain how descriptive and administrative metadata will be produced and used to describe and manage the content. Include the standards that will be used for data structure, content (e.g., thesauri), protocols, preservation and administrative information, and communication of the content (e.g., MARC, EAD, Dublin Core, PBCore, VRA Core Categories, or Categories for the Description of Works of Art).

6. Describe plans for preservation and maintenance of the digital files during and after the expiration of the grant period (e.g., storage systems, migration plans, commitment of institutional funding).

7. If content will be provided on the Internet, indicate agreement to submit collection level records for digital products to the IMLS Digital Collection Registry. State reasons for selecting alternative approaches.

8. Provide URL(s) for applicant's previous digital products, if applicable.

Sample Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project activity will be completed and how grant funds will be expended throughout the project. The Schedule of Completion must correspond to the activities described in the Narrative. It must include direct costs requested from IMLS for each activity. The dates your Schedule of Completion must correspond with the project dates on the Face Sheet. The applicant need not follow this sample format but must provide the same information, indicating milestones for completion of each major project activity and showing how grant funds are to be spent over the course of the project.

	Year: _____											
	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Activity 1			\$7,000									
Activity 2								\$10,000				
Activity 3							\$7,000					
Activity 4												\$40,000
Activity 5										\$10,000		
Activity 6											\$7,000	
Activity 7												\$5,000
Activity 8												\$26,500
Activity 9											\$4,000	
Activity 10												\$7,000
Activity 11												\$4,000
												Direct costs requested from IMLS: \$127,500

IMLS Assurances

The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. If you receive a grant, you must comply with these requirements.

ASSURANCES STATEMENT

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, it will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorizing official whose signature appears on the application form.

I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of all relevant IMLS regulations, including 45 CFR § 1183, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments."

FEDERAL DEBT STATUS

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

**DEBARMENT
AND
SUSPENSION**

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) have not within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.

**NON-
DISCRIMINATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

**DRUG-FREE
WORKPLACE
ACT OF
1988**

(A) The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

- (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) abide by the terms of the statement; and
 - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
 - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
 - (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
 - (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.); or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law, or other appropriate agency; and
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- (B) The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

**CERTIFICATION
REGARDING
LOBBYING
ACTIVITIES
(APPLIES TO
APPLICANTS
REQUESTING
FUNDS IN
EXCESS OF
\$100,000)**

The authorized representative/authorizing official certifies to the best of his or her knowledge and belief that:

- (a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative/authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;
- (b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

- (c) the authorized representative/authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**GENERAL
CERTIFICATION**

The authorized representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program.

II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

**HISTORIC
PROPERTIES**

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

For further information on these certifications, contact IMLS at 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802, or call (202) 653-IMLS (4657).

TIPS FOR WRITING GOOD GRANT PROPOSALS

- Start with a good idea! Identify the problem you are trying to solve and a potential solution that grant funding would support. Remember that competitive programs are often very competitive. In general, projects that benefit more than one institution and reach a broad audience will be the most competitive.
- Match your idea with the appropriate funder and program—contact the program officer to find out if your idea matches the goals of the program.
- Read the program guidelines carefully and note all instructions and deadlines. It takes time to develop a good proposal and a good project, so give yourself plenty of it.
- Assemble your project team, including external partners—your team will be your most important asset.
- Meet to discuss all aspects of the project and all of the program evaluation criteria—identify assets, weaknesses, and potential allies. Ask questions: Who is the target audience? What are the anticipated outcomes (who will benefit and how)? How can the benefits be measured (how will you know if you succeed)? Who will know about it? Generally, projects involving two or more institutions will require time and ongoing discussions to develop a strong relationship, but projects based on these kinds of collaborative relationships will be more competitive for funding and more successful in execution. Involve potential allies as partners, members of advisory boards, or writers of support letters. They will help to disseminate results and extend the benefit.
- Develop a draft proposal—follow the recommended format and all instructions, and address all of the evaluation criteria in the order prescribed. Be sure to highlight your assets and try to resolve potential weaknesses (e.g., arrange to hire a consultant if your team lacks expertise in a specific area). Write in plain, understandable language.
- Contact your program officer for clarification of questions.
- Ask others who have not been involved in the project to read your draft—they may notice an important omission or weakness.
- Revise your proposal and submit it on time.
- If your proposal is not successful, do not be discouraged. Read the reviewers' comments carefully—they can provide important suggestions for improving your project. Ask your program officer to help clarify any comments that you do not understand.

Equal Opportunity Statement

IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer, Institute of Museum and Library Services, 1800 M Street, NW, Ninth Floor, Washington, DC 20036-5802.



1800 M Street, NW, 9th Floor

Washington, DC 20036-5802

Official Business

Penalty for Private Use, \$300

Dated Material

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and Library Services
Permit No. G-274